

Highway Shop Superintendent

Oneida County seeks individuals to establish an eligibility list for a full time Shop Superintendent position with Oneida County Highway Department. Starting 2018 annual salary of \$51,466 to \$58,818 dependent on qualifications, plus fringe benefit package.

This position coordinates the maintenance and repair of Highway Dept. equipment and maintenance of all Highway Department shops. This working supervisor position has considerable responsibility for the efficient maintenance of equipment and facilities, manages personnel, prepares various reports and records, and shares on-call duties.

Qualified individuals must have a high school degree, four years' work experience involving diesel equipment repair, and valid WI driver's license; must have or be able to obtain within 30 days of employment a Class "A" CDL with airbrake endorsements; ability to work flexible schedule including nights and weekends as needed; must be able to operate a computer and various software. Experience in supervision of employees, road construction, and snow plowing is strongly preferred but not required.

Complete job description and required Oneida County application are available at Northern Advantage Job Service, 51A N. Brown St., Rhinelander, WI 54501 (715) 365-1500 or at www.oneida.wi.gov. Completed applications and resumes are due at the Job Service Office by 4:30 p.m. on Monday, October 8, 2018.

EOE/AA

Oneida County Job Description

Job Title: Shop Superintendent
Class Title: Shop
Department: Highway
Reports To: Highway Commissioner
FLSA Status: Exempt-Admin.
Prepared By: Bruce Stefonek Commissioner
Prepared Date: July 2018
Approved By: Lisa Charbarneau, Human Resources Director
Approved Date: July 2018

SUMMARY Under the direction of the Highway Commissioner, this position coordinates the maintenance and repair of Highway Department equipment and maintenance of all Highway Department shops. This working supervisor position has considerable responsibility for the efficient maintenance of equipment and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manage and direct department personnel, which includes discipline, transfer, suspension, evaluation, and effectively recommend hiring, discharge and promotion.

This position directs the maintenance and repair of Highway Department equipment including but not limited to trucks, graders, backhoes, brushers, chainsaws, movers, bulldozers, front end loaders and so forth.

This position will keep the Commissioner informed of any problems that may arise with the buildings and equipment. Also, will provide detailed reports on any costs associated with the repair that may be needed.

Once projects and/or work to be completed are known, the Shop Superintendent plans, assigns and directs employees and materials to the job and monitors the work through to completion. This position requires considerable judgment in setting priorities, scheduling work, record keeping and determining appropriate repairs.

Prepares specifications for the purchase of equipment, assists in the bid process including review of bids and making recommendations to the Highway Commissioner and/or Highway Committee.

Negotiates with vendors and sellers or may direct others to do the same in the purchase of equipment or parts.

Maintains the stockroom and parts inventory. Responsible for entering all parts in inventory into department software.

DUTIES AND RESPONSIBILITIES (continued):

Maintain the proper maintenance records of all vehicles and equipment and schedule routine preventative maintenance as necessary.

Responsible for submitting appropriate reports to the Commissioner on a monthly, quarterly, semi-annually and annual basis.

This position is directly responsible for the supervision of the mechanics or any other personnel who may return early from projects and are present at the shop.

This position will be responsible for the fuel system and in depth knowledge of the operation and billing of the system.

Reviews time slips of employees being supervised to ensure that time and materials are charged out correctly.

This position will enforce Highway Department and County work rules, policies, and State and Federal laws and rules.

Responsible for ensuring that all safety related rules, regulations and reports are followed correctly, accurately and promptly.

Must be able to perform all duties of a mechanics position including having appropriate tools.

The Shop Superintendent shares on-call duties with the Highway Commissioner, Patrol Superintendent, and Foreman. When on call, before and during snow storms, the Superintendent obtains current weather information, decides who to call and/or assign to snow plowing operations using established procedures, determines routes to take, amount of salt or sand to apply, operates a snow plow in an emergency, and all other facets associated with snow removal.

This position provides performance information to management pertaining to employees.

Completes a variety of reports including Storm Reports, when on-call for the State of Wisconsin.

Responds to inquiries from law enforcement agencies, town, county and state officials and the public.

Any other duty as assigned.

SUPERVISORY RESPONSIBILITIES Directly supervises employees. Assigns work and has the authority to issue directions in the completion of that work. Has the authority to discipline for violation of department and/or county rules. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS (continued)

Must be able to manage employees.

Must be knowledgeable of equipment repair, road repair, maintenance procedures, snow plowing operations, and the use of highway equipment.

Must know about hazards and safety precaution programs and techniques.

Must be able to plan, organize, direct and monitor projects and people and must know accounting and fiscal management techniques.

Must be able to keep good records and schedule monthly, quarterly and annual reports on equipment repairs and facility needs.

Must be able to operate a computer and various software packages.

EDUCATION and/or EXPERIENCE High school degree.

Four years of work experience involving diesel equipment repair.

Experience in road construction and snow plowing is desirable.

Experience in supervision of employee's preferred.

LANGUAGE SKILLS Must possess good verbal and written communication skills.**MATHEMATICAL SKILLS** Very good mathematical skills.**REASONING ABILITY** Ability to evaluate situations and to make good independent decisions.**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have, or be able to obtain within 30 days of employment, a Class "A" Commercial Driver's license with endorsement for air brakes.

Valid Wisconsin Driver's license and a good driving record.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands, arms, and handle or feel materials the job. The employee is required to stand, bend, stoop, and walk in uneven terrain.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to outside weather conditions. The employee is frequently exposed to extreme cold and fluctuating weather conditions. The noise level in the work environment is usually moderate.